



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

<b>JOB TITLE</b>	Screening and Vetting Analyst
<b>JOB ANNOUNCEMENT NUMBER</b>	18582
<b>SALARY RANGE</b>	\$75,621 - \$98,305 annually
<b>OPEN PERIOD</b>	June 6, 2014 to June 5, 2015
<b>POSITION INFORMATION</b>	Full Time, Rotational, Permanent Internal
<b>DUTY LOCATION</b>	McLean, VA
<b>WHO MAY APPLY</b>	US Citizens
<b>SECURITY CLEARANCE</b>	TS/SCI with CI Polygraph
<b>SUPERVISORY STATUS</b>	No
<b>TRAVEL REQUIRED</b>	0-25% Travel
<b>RELOCATION AUTHORIZED</b>	No

## ORGANIZATIONAL MISSION:

---

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government for analyzing and integrating all intelligence possessed or acquired by the United States Government pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. And it conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the federal government.

## Office Mission:

The primary responsibility of the Directorate of Terrorist Identities (DTI) is to maintain and enhance the USG's authoritative database on known or suspected international terrorists, the Terrorist Identities Datamart Environment (TIDE). In doing so, DTI develops processes for obtaining and integrating biometric (fingerprints, facial photos, iris scans) and other identity centric data into TIDE as well as enhance TIDE records through analysis of encounter data, correlation of big data, and identify resolution keyed from emerging threat information. DTI also houses NCTC's screening mission, often known as Kingfisher, which supports interagency partners by vetting their applicants against classified data repositories. Our workflows are many and complex such that collaboration is an essential aspect of life. DTI's mission statement declares, "Discover, enhance, and share identity intelligence that advances the most complete and accurate identity picture to our partners in supporting terrorism analysis and successful screening activities that ultimately helps prevent terrorist plans and operations against US interests."

## DUTIES:

---



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

Promote coordination and collaboration between NCTC and key partner agencies regarding US-bound travelers with derogatory connections.

Establish and maintain good working relationships with counterparts in the CT, Intelligence, and Law Enforcement Communities to support NCTC mission requirements and analytic undertakings and to promote intelligence integration.

Work with technologists and analysts to improve our exploitation of traveler data sets and new analytic targeting tools and methodologies.

Participate in CT, Intelligence, and Law Enforcement Community working groups, committees, and other collaborative gatherings as appropriate.

## **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

---

Thorough knowledge of terrorism analysis, terrorism data, traveler data, targeting methods, and analytic technology tools.

Thorough knowledge of IC organizations, policies, and procedures, primarily those pertaining to watchlisting and screening missions.

Experience producing concise analytic summaries and communicating clearly in person to small groups.

Proven record of developing effective professional and interpersonal relationships with peers and colleagues in the ODNI, the IC, or the U.S. Government.

Ability to work effectively as part of a team with daily and other regular tasks to meet partner agency needs.

Ability to remain flexible and adjust with emerging priorities.

## **HOW YOU WILL BE EVALUATED:**

---

You will be evaluated based upon the narrative responses you provide to each required Knowledge, Skills and Abilities (KSA's). When describing your knowledge, skills and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possess, the level of the people you interacted with, the sensitivity of the issues you handled, etc. Your responses should describe the experience; education; and accomplishments which have provided you with the skills and knowledge required for this position.

## **BENEFITS:**

---

Please review the list of benefits below. For additional information please visit the OPM website at

<http://www.opm.gov/insure/index.aspx>.

- Federal Employees Health Benefits Program
- Life Insurance
- Long-Term Care Insurance
- Federal Employees Retirement System (FERS) (new employees automatically covered). If you are transferring from another agency and covered by CSRS, you may continue in this program.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- Annual Vacation Leave
- Sick Leave
- Paid Federal Holidays
- Alternative work schedule
- **Health Care Flexible Spending Accounts**

## OTHER INFORMATION:

---

You must submit all required information by the closing date listed. An incomplete application package will be ineligible for further consideration. The materials you send with your application will not be returned. Hardcopy applications will not be accepted.

## HOW TO APPLY:

---

### PERMANENT APPLICANTS

**Permanent-Internal:** Only those who are currently cadre ODNI employees are eligible to apply. Permanent-internal status does NOT include Staff Reserve employees.

AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR FURTHER CONSIDERATION.

A complete application must include the following:

- RESUME - All applicants must submit a resume. Format is at the discretion of the applicant but must include: full name, address, telephone number, and email address.
- KSA's (Knowledge, Skills, and Abilities) - Applicants must provide a detailed supplemental narrative statement addressing each required KSA listed in the vacancy announcement. The narrative should describe the experience; education; and accomplishments which have provided you with the skills and knowledge required for this position.
- PERFORMANCE EVALUATIONS – Applicants are required to provide their two most recent performance evaluations as part of the application package. A justification is required as part of the application package if the applicant is unable to provide the two most recent evaluations.
- Reference the vacancy number you are applying to in the subject line and on each document submitted.
- NOTE - Applications should be sent to either **DNI-MSD-HR-RR** (lotus notes, classified system) or [recruitment@dni.gov](mailto:recruitment@dni.gov) (unclassified). All attachments should be in Word or PDF format.

Your application **MUST** be received by the closing date of the announcement. Applications received after the close date will **NOT** be eligible for consideration.

Applications should **NOT** contain classified information above the TS//SI//TK//NOFORN level.

To verify receipt of your application package **ONLY**, you may call (703) 275-3663.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## DETAILEE APPLICANTS

**DETAILEE:** A detailee is a civilian employee of another government agency detailed to perform duties for the ODNI

Government candidates must submit their application through the Joint Duty site and obtain permission through written endorsement from your employing IC element. Please contact your agency's Joint Duty Program Office for internal nomination procedures.

If the employing element nominates an employee for the joint duty rotational assignment; they will notify that employee and the joint duty program manager will forward the application package to an appropriate official of the gaining element.

**Any application submitted directly by an IC employee to the gaining element will not be considered.**

**AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR FURTHER CONSIDERATION.**

### AGENCY CONTACT INFO:

---

ODNI Recruitment

Phone: (703)275-3663

Email: [RECRUITMENT@DNI.GOV](mailto:RECRUITMENT@DNI.GOV)

### WHAT TO EXPECT NEXT:

---

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 60 days of the closing date of this announcement. Due to the large number of applications received, applicants will **ONLY** be contacted if they have been selected for an interview.